



Licensure Application Procedures

1. Make sure that you have passed all relevant Praxis II tests and that scores are on file with Mrs. Morrissey.
2. Make sure fingerprints are less than one year old. Otherwise, make sure a current record is on file with the State of Ohio.
*If you file electronically, make sure the box is checked to send copies to the ODE
3. Download a copy of the application form from the ODE website. You need Form LN (Initial Licensure). "License applications" is one of the links on the home page. Although you can complete the application at the site, you still need to bring the application packet to Capital for review, approval, and submission.
4. Send the completed application to: Pat Morrissey; Learning Center, Second Floor; Capital University; Columbus, OH 43209-2394. Make sure you've filled it out completely and signed it.
5. Include a check for the proper amount (detailed on the application) made out to: "Treasurer, State of Ohio".
6. Include a copy of ALL transcripts, including transfer work not shown on an online transcript, and a copy of Praxis II scores/sub scores.

Check List:

- _____ Praxis II Results **with** Sub Scores
- _____ Current Fingerprints on file with ODE
- _____ Completed application **with** signature
- _____ Check made out to "Ohio TEC"
- _____ Copy of ALL Transcripts showing transfer credits